



**437 Goldfloss Street
Winston-Salem, NC 27127
336-723-6838 cartergwoodsonschool.org**

Suicide Risk Referral Protocol

Contacts: Darryl Muhammad, Dean of Students

Debra Gaines, Principal

Darlene Steele, Senior Executive Administrator

1. Purpose

To ensure immediate, appropriate, and safe intervention for students who may be at risk of suicide. This protocol outlines the roles, referral process, and follow-up for all school personnel.

2. Recognition of Warning Signs

All staff should be trained annually to recognize:

- Verbal cues: talking about wanting to die, being a burden, or feeling hopeless.
- Behavioral cues: withdrawal, giving away possessions, reckless behavior, self-harm.
- Situational triggers: bullying, academic failure, family conflict, trauma, loss.

3. Immediate Response

Step A: Ensure Student Safety

- ☐ Do not leave the student alone.
- ☐ Remain calm, supportive, and nonjudgmental.
- ☐ Move to a private space with another adult present if possible.

Step B: Notify Appropriate Personnel

- ☐ Immediately contact:
 - School counselor, social worker, or psychologist.
 - Administrator (principal or designee).
- ☐ If imminent risk is present → call 911 or local crisis hotline.

4. Assessment & Referral

- ☐ School mental health staff conduct risk assessment using an evidence-based tool.
- ☐ Parental/guardian notification (unless child protection services involvement is needed).
- ☐ Referral options:
 - Low Risk: Continue school-based counseling, monitor.
 - Moderate Risk: Refer to outside provider, schedule follow-ups.
 - High/Imminent Risk: Immediate transport to emergency services.

5. Documentation

Complete the Suicide Risk Referral Form:

Student Name: _____

Date/Time of Incident: _____

Observed Warning Signs:

Immediate Actions Taken: _____

Personnel Notified: _____

Referral Outcome: _____

6. Re-Entry Procedures

- ☐ Re-entry meeting with student, parent, counselor, and teachers.
- ☐ Develop a re-entry plan (reduced workload, check-ins).
- ☐ Schedule regular counseling follow-ups.
- ☐ Provide staff strategies for ongoing support.

7. Follow-Up & Monitoring

- ☐ Counselor/social worker checks in within 24–48 hours.
- ☐ Weekly check-ins for the first month, then as needed.
- ☐ Maintain communication with outside providers (with consent).

8. Training & Prevention

- ☐ Annual staff training in suicide prevention.
- ☐ Student awareness campaigns (hotline posters, peer support).
- ☐ Crisis team drills to ensure readiness.

9. Emergency Contacts & Resources

National Suicide Prevention Lifeline: 988

Crisis Text Line: Text HOME to 741741

Local Community Mental Health Agency:

Dr. Brock Grace Ph.D., LCMHC
Give Grace Youth and Family Counseling, PLLC
Winston - Salem, NC
336-893-7742